

How to Review, Return for Edit, Certify and Submit a Filing My Plan Administration Account (My PAA)

Last Updated:
September 16th, 2021

Filing Certification and Approval Process

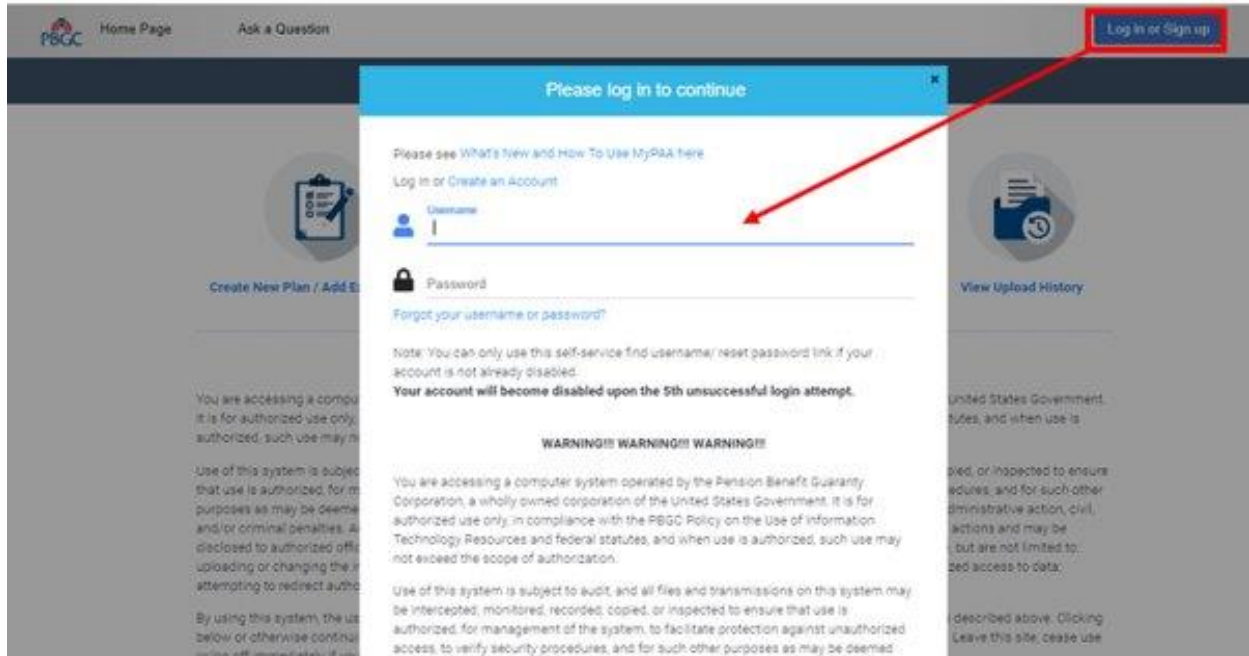
- ▶ Once the filing has been completed by the Filing Preparer, the Actuary (if applicable), Payment Preparer and Plan Admin/Plan Admin Rep must certify, approve and submit the filing to PBGC.
 - Actuary: If there is Variable-Rate Premium (VRP) data supplied, they will need to certify that the information being reported in the VRP section of the filing is accurate.
 - Payment Preparer: They can submit ACH payment information through My PAA or indicate that the payment is being made outside of My PAA.
 - Plan Admin/Plan Admin Rep: They will review all of the information provided by the Filing Preparer, Actuary (if applicable), and Payment Preparer. Once the information has been reviewed and validated, then the Plan Admin or Plan Admin Rep will approve and submit the filing to the PBGC.
 - Note: Once the filing has been submitted by the Plan Admin/Plan Admin Rep, if the Payment Preparer submitted premium payment information via My PAA, the funds will be debited from the plan’s account.
- ▶ Flow of Certification and Approval Process



Review, Return for Edit, Certify and Submit a Filing

Login

- ▶ From the Home Page, click on the “Log in or Sign up” button to log in.
- ▶ Enter your Username into the field labeled username on the My PAA log in pop-up.
- ▶ Enter your Password into the field labeled “Password.”
- ▶ Click on the “Log In” button.



Review, Return for Edit, Certify and Submit a Filing

Plan List Page

- ▶ Once you have logged in, click on the “Plan List” icon or link from the Home Page.
- ▶ From the Plan List Page, click on the “Plan Details” link for the plan you would like to certify, approve and/or submit a filing for.

Home Page Ask a Question

We're here to help

Search...

Create New Plan / Add Existing Plan **Plan List** In-Process Upload Filings View Upload History

WARNING!!! WARNING!!! WARNING!!!

You are accessing a computer system operated by the Pension Benefit Guaranty Corporation, a wholly owned corporation of the United States Government. It is for authorized use only, in compliance with the PBGC Policy on the Use of Information Technology Resources and federal statutes, and when use is authorized, such use may not exceed the scope of authorization.

Use of this system is subject to audit, and all files and transmissions on this system may be intercepted, monitored, recorded, copied, or inspected to ensure that use is authorized, for management of the system, to facilitate protection against unauthorized access, to verify security procedures, and for such other purposes as may be deemed necessary, consistent with federal law. Unauthorized or improper use of this system may result in administrative action, civil, and/or criminal penalties. Any information collected during an audit or monitoring may be used in administrative, civil, or criminal actions and may be disclosed to authorized officials of other agencies, both domestic and foreign. Examples of unauthorized or improper use include, but are not limited to: uploading or changing the information presented on this system with intent to damage this system, attempting to gain unauthorized access to data, attempting to redirect authorized users away from this system, or attempting to deny service to authorized users.

By using this system, the user consents to the auditing, interception, monitoring, recording, copying, inspection, and disclosure as described above. Clicking below or otherwise continuing to use this system indicates your awareness of and consent to these terms and conditions of use. Leave this site, cease use or log off immediately if you do not agree to the conditions stated in this warning.

Plans in your My PAA Account

Show 10 entries Search:

ID	Plan ID	EIN	PN	Name	Last Filing Update		
248487	2429567	333666999	369	Test Test Test	07/01/2021	CREATE FILING	PLAN DETAILS
248456	2377551	452615050	002	Testing EIN PN blank issue	06/29/2021	CREATE FILING	PLAN DETAILS
248416	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	06/11/2021	CREATE FILING	PLAN DETAILS
248118	729175	953174837	002	TEST AND SERVICES PENSION PLAN	10/13/2020	CREATE FILING	PLAN DETAILS

Showing 1 to 4 of 4 entries First 1 Last

Review, Return for Edit, Certify and Submit a Filing

Plan Details Page

- ▶ After you have selected the appropriate plan, review all the associated filings in the Premium Filings section.
- ▶ Once you have identified the appropriate filing, click on the “FILING DETAILS” button for that filing.
- ▶ You can only certify, approve and/or submit a filing that is not in “Draft” or “Submitted” status.
 - Please ensure you have the appropriate role to proceed with the corresponding action. See the 'How to Manage Roles' Demo for further details.

Plan Details

Plan ID: 729175
Plan Name: TEST AND SERVICES PENSION PLAN
EIN: 953174837 **PN:** 002
Plan Status: Active

Plan Effective Date: 01/01/1987
Coverage Date: 01/01/1987
Adoption Date: N/A
Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

PLAN ADMIN DETAILS

PLAN CONTACT DETAILS



- [Create Filing](#)

[Manage Roles](#)

[Account History](#)

[Payment Voucher](#)
- [Submit Request](#)

[Check Status of Request](#)

[View Correspondence](#)

Premium Filings						
Show <input type="text" value="10"/> entries		Search: <input type="text"/>				
Filing ID	PYC	Submit Date	Status			
419336	01/01/2017		Pending Payment Info	FILING DETAILS	FILING RECEIPT	
419335	01/01/2018		Pending Admin Approval	FILING DETAILS	FILING RECEIPT	
419334	01/01/2019		Draft	FILING DETAILS	FILING RECEIPT	
419333	01/01/2020		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT	
385219	01/01/2020	10/13/2020	Submitted	FILING DETAILS	FILING RECEIPT	AMEND
362780	01/01/2019	10/10/2019	Submitted	FILING DETAILS	FILING RECEIPT	AMEND
348897	01/01/2018	10/11/2018	Submitted	FILING DETAILS	FILING RECEIPT	AMEND

Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit as Enrolled Actuary

- ▶ If there is any Variable-rate Premium (VRP) data in the filing (excluding VRP exemptions), an Actuary must certify that the information provided in that section of the filing is accurate.

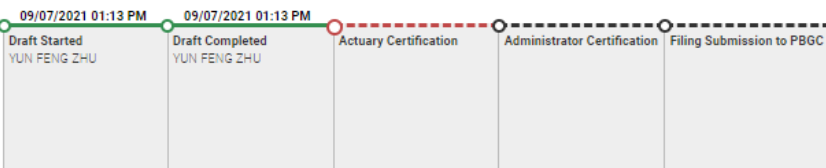
- ▶ From the Filing Details Page, for a filing in 'Pending Actuary Approval' status, click on the “Click on the **CERTIFY / RETURN FOR EDIT**” button.

Plan Details

Plan ID: 729175
Plan Name: TEST AND SERVICES PENSION PLAN
EIN: 953174837 PN: 002
Plan Status: Active

Plan Effective Date: 01/01/1987
Coverage Date: 01/01/1987
Adoption Date: N/A
Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

Filing Task History



Filing Details

All screen prepared filings follow this [sequential status order](#):
Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the **Filing Task History** at the bottom of this page to review any actions already taken on this filing.

This premium filing is currently in Pending Actuary Approval status. To review all of the reported data for this filing, including any filing data warnings, please select the **Filing Summary** button or view the draft version of the filing via the **Filing Receipt** button (right side). If you are an authorized Actuary for this Plan, and have the **Actuary** role, select the “**Certify / Return for Edit**” button (right side) to record your decision to certify the filing or return the filing due to the variable rate premium data contained in it.

If any changes are needed to the filing, you must click “Return for Edit” from the pop-up screen to return the filing back to Draft status.

Filing Coordinators can edit team member roles via the **Manage Roles** link from the Plan Details page.

My PAA Filing ID: 419333

PYC: 01/01/2020

Amount Due: \$ 0.00

Filing Status: Pending Actuary Approval

- FILING SUMMARY
- FILING RECEIPT
- CERTIFY / RETURN FOR EDIT**
- CANCEL FILING
- PAYMENT VOUCHER



Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit as Enrolled Actuary

- ▶ Click on the “CERTIFY / RETURN FOR EDIT” button
- ▶ The Variable-rate Premium details will appear in a pop-up window, as entered on the Comprehensive Premium Filing.
- ▶ If the Actuary finds that the VRP data is incorrect and must be edited, click on the “RETURN FOR EDIT” button, as shown on Slide 8.
- ▶ If the Actuary considers the information to be correct, click on the blue “CERTIFY” button, as shown on Slide 9.

Plan Details

Plan ID: 729175
Plan Name: TEST AND SERVICES PENSION PLAN
EIN: 953174837 PN: 002
Plan Status: Active

Plan Effective Date: 01/01/1987
Coverage Date: 01/01/1987
Adoption Date: N/A
Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

Filing Task History

09/07/2021 01:13 PM	09/07/2021 01:13 PM			
Draft Started YUN FENG ZHU	Draft Completed YUN FENG ZHU	Actuary Certification	Administrator Certification	Filing Submission to PBGC

Filing Details

All screen prepared filings follow this [sequential status order](#):
Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the **Filing Task History** at the bottom of this page to review any actions already taken on this filing.

This premium filing is currently in Pending Actuary Approval status. To review all of the reported data for this filing, including any filing data warnings, please select the Filing Summary button or view the draft version of the filing via the Filing Receipt button (right side). If you are an authorized Actuary for this Plan, and have the **Actuary role**, select the "Certify / Return for Edit" button (right side) to record your decision to certify the filing or return the filing due to the variable rate premium data contained in it.

If any changes are needed to the filing, you must click "Return for Edit" from the pop-up screen to return the filing back to Draft status.

Filing Coordinators can edit team member roles via the [Manage Roles](#) link from the Plan Details page.

My PAA Filing ID: 419333

PYC: 01/01/2020

Amount Due: \$ 0.00

Filing Status: Pending Actuary Approval

FILING SUMMARY
FILING RECEIPT
CERTIFY / RETURN FOR EDIT
CANCEL FILING
PAYMENT VOUCHER



Review, Return for Edit, Certify and Submit a Filing

Actuary Return for Edit

- ▶ If the Actuary wants to make a change to the Variable-rate Premium details, select the "RETURN FOR EDIT" button, then a Return Reason text box will appear.
- ▶ The Actuary must enter a brief description indicating why the filing is being returned for edit and then click the "SAVE DECISION" button.
- ▶ The filing's status will be updated back to "Draft," so that the Filing Preparer can make the necessary changes.
- ▶ If you selected the "RETURN FOR EDIT" button by mistake and you want to "CERTIFY" the filing, unselect "RETURN FOR EDIT" and you will be able to select the "CERTIFY" button.

Certify:

- Enter your Enrollment Number and Firm Name
- Provide the answer to your displayed Secret Question
- Read the Certification Statement and select the associated checkbox to accept the terms
- Upon saving your certification, the filing will be routed to the next appropriate task owner

Return for Edit:

- Enter the reason why you have chosen to not certify the filing
- Upon saving your decision to return the filing, it will be routed back to an authorized Filing Preparer to make the necessary corrections and then resubmit it for Actuary review
- Once you have saved your decision, you will then not be able to modify it.

VRP Details

CERTIFY **RETURN FOR EDIT**

Return Reason

Segment rates are incorrect|

SAVE DECISION CANCEL

Review, Return for Edit, Certify and Submit a Filing

Actuary Certification

- ▶ If the Actuary confirms that the provided Variable-rate Premium information is accurate, click on the “CERTIFY” button.
- ▶ Additional information will be required to continue:
 - Enrollment Number
 - Firm Name
 - Secret Answer to your Secret Question
 - Select the Certification Statement checkbox
- ▶ Once the CERTIFY section has been completed, click on the “SAVE DECISION” button.
- ▶ The filing’s status will be updated to “Pending Payment Info,” so that the Payment Preparer can complete their steps.
 - For step-by-step instructions please view the 'How to Submit a Payment' Demo

The screenshot shows a web form titled "Certify". At the top right, there are two buttons: "CERTIFY" (highlighted with a red box) and "RETURN FOR EDIT". Below the title, the "Actuary Name" is listed as "JOHN SMITH". A red informational message states: "Enrollment Number and Firm Name values will be pre-populated from your My PAA account if you have previously saved this information on your Account Settings page. You may update/enter this information here to complete the certification for this filing. To permanently save this information for future certifications you must update your My PAA account via the Account Settings page." The form contains several input fields: "Enrollment Number" with the value "12-34567", "Firm Name" with the value "Actuary Cert", and "Secret Answer" with the value "..". A "Secret Question" is listed as "In what city were you born?". At the bottom, there is a checkbox labeled "Certification Statement" which is checked. Below the checkbox is a text box containing the certification statement: "I certify under penalty of perjury, to the best of my knowledge and belief, that the variable-rate premium information in the filing is true, correct and complete and has been determined in accordance with PBGC's premium regulations and instructions; except that if the premium funding target is estimated, the estimate is reasonable, takes into account the most current information available to me and has been determined in accordance with generally accepted actuarial principles and practices." At the bottom of the form, there are two buttons: "SAVE DECISION" (highlighted with a red box) and "CANCEL". A red arrow points from the "CERTIFY" button at the top to the "Certification Statement" checkbox.

Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit as Plan Administrator or Plan Admin Rep

- ▶ Once the filing has been certified by the Actuary (if there is Variable-rate Premium data in the filing), and a payment option has been selected by the Payment Preparer, then the filing can be certified or returned for edit by the Plan Admin or Plan Admin Rep.
 - For further assistance with submitting a payment to PBGC view the “How to Submit a Payment to PBGC” demo.
- ▶ The filing status to complete this step must be “Pending Admin Approval.”
- ▶ From the Filing Details Page, click on the “CERTIFY / RETURN FOR EDIT” button.

Plan Details

Plan ID: 729175
 Plan Name: TEST AND SERVICES PENSION PLAN
 EIN: 953174837 PN: 002
 Plan Status: Active

Plan Effective Date: 01/01/1987
 Coverage Date: 01/01/1987
 Adoption Date: N/A
 Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

Filing Task History



Filing Details

All screen prepared filings follow this [sequential status order](#):

Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the **Filing Task History** at the bottom of this page to review any actions already taken on this filing.

This premium filing is currently in Pending Admin Approval status. To review all of the reported data for this filing, including any filing data warnings, please select the **Filing Summary** button or view the draft version of the filing via the **Filing Receipt** button (right side). If you are an authorized Plan Administrator or PA Rep for this Plan, and have **either of those Plan Administrator roles**, select the **"Certify / Return for Edit"** button to record your decision to certify the filing or return this premium filing for updates. **Once you certify and submit from the pop-up, the filing will be submitted to the PBGC.**

If any changes are needed to the filing before certification, you must click "Return for Edit" from the pop-up screen and then select 'Filing' as the Return Reason to route the filing back to Draft status. If you want to edit the selected payment details, click "Return for Edit" and choose 'Payment' as the Return Reason to route the filing back to Pending Payment Info status.

Filing Coordinators can edit team member roles via the **Manage Roles** link from the Plan Details page.

My PAA Filing ID: 419335

PYC: 01/01/2018

Amount Due: \$ 0.00

Filing Status: Pending Admin Approval

- FILING SUMMARY
- FILING RECEIPT
- CERTIFY / RETURN FOR EDIT**
- CANCEL FILING
- PAYMENT VOUCHER



Certify / Return for Edit as Plan Administrator or Plan Admin Rep

- ▶ After the Plan Admin or Plan Admin Rep has reviewed the filing and payment details, they will either certify the filing or return the filing edits.
- ▶ If you are certifying as the Plan Admin Rep, the Plan Admin Details must be entered before continuing
 - Plan Admin Name (individual, not the entity or TPA), Email, Phone Number and Extension (if applicable).
- ▶ If the Plan Admin or Plan Admin Rep finds that the data is incorrect and must be edited, click on the red "RETURN FOR EDIT" button and continue to slide 12.



To review all of the draft version of the filing, and have either the filing or return the filing for edit. Click "Return for Edit" if you want to edit the filing or click to Pending Payment from the Plan Admin Rep. Clicking Admin Approve

Plan Administrator Details

Plan Administrator Name: BRAD PORTER
Email: porter.brad@pbgc.gov
Phone Number: (202) 326-4000
Ext: 3789

Payment Info

Flat-rate Premium: \$ 129,000.00
Variable-rate Premium: \$ 218,500.00
Total Premium Before Proration: N/A
Total Premium: \$ 347,500.00
Premium Credit: \$ 0.00

Payment Option Selected: Pay Outside My PAA
Amount Due: \$ 347,500.00
Amount Paid: \$ 0.00

CERTIFY RETURN FOR EDIT

SUBMIT FILING CANCEL

Review, Return for Edit, Certify and Submit a Filing

Plan Admin or Plan Admin Rep RETURN FILING FOR EDITS

- ▶ If the Plan Admin or Plan Admin Rep decides to return the filing, a reason and description are required.
- ▶ If the edit is due to an issue with the filing (**Return Reason = Filing**), then after the decision is saved, the filing will be placed back in “Draft” status, so that the Filing Preparer can make the necessary changes.
- ▶ If the edit is due to an issue with the payment (**Return Reason = Payment**), then the filing will be placed back in “Pending Payment Info” status, so that the Payment Preparer can make the necessary changes.
- ▶ The status of the filing will not be changed until the Plan Admin or Plan Admin Rep clicks the “SAVE DECISION” button.



The image displays two screenshots of a web interface for returning a filing for edit. Both screenshots show a 'Return for Edit' form with a 'Return Reason' dropdown menu and a 'Return Reason Description' text area. In the top screenshot, the 'Return Reason' is 'Filing' and the description is 'Total premium look incorrect.' In the bottom screenshot, the 'Return Reason' is 'Payment' and the description is 'I wanted to submit an ACH payment using My PAA.' Both screenshots have 'RETURN FOR EDIT' buttons highlighted in red, with red arrows pointing from these buttons to the 'Return Reason' dropdown menu. The interface also includes 'CERTIFY', 'SAVE DECISION', and 'CANCEL' buttons.

Certify, Approve and Submit a Filing

Plan Admin or Plan Admin Rep CERTIFICATION

- ▶ If the Plan Admin or Plan Admin Rep confirms that the filing and payment information are accurate, click on the “CERTIFY” button.
- ▶ Additional information will be required before the Plan Admin or Plan Admin Rep can certify and submit the filing.
 - Secret Answer to your Secret Question
 - Select the Certification Statement checkbox
- ▶ Once the Approve section has been completed, click the “SUBMIT FILING” button to formally submit the filing to the PBGC for processing.
- ▶ You will be redirected to the Filing Details Page.

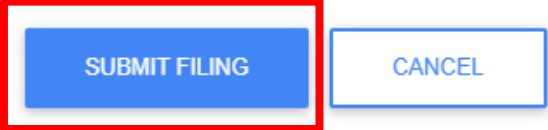


Certify

Secret Question: What is your pet's name?
Secret Answer:
....

Certification Statement

“I certify under penalty of perjury, to the best of my knowledge and belief, that all the information complete and has been determined in accordance with the PBGC’s premium regulations and in filing reports an estimated premium funding target, the estimate is reasonable, takes into account available to the enrolled actuary, and has been determined in accordance with generally accepted practices. If I received variable-rate premium information certified by an enrolled actuary for this premium information in the filing is the same as the variable-rate premium information certified I



Filing Details Page

- ▶ The filing will be updated to “Submitted” status, and no further action is required from the plan at this time.
- ▶ After the filing has been submitted you can take three actions on the Filing Details Page:
 - ▶ Click the “Filing Summary” button to review the data on the filing that was just submitted to PBGC.
 - ▶ Click the "Filing Receipt" button to generate a PDF of the completed Comprehensive Premium Filing form for this filing
 - ▶ Click the “Payment Voucher” button to generate a PDF document of the payment voucher, if paying outside of My PAA

Plan Details

Plan ID: 729175
Plan Name: TEST AND SERVICES PENSION PLAN
EIN: 953174837 *PN:* 002
Plan Status: Active

Plan Effective Date: 01/01/1987
Coverage Date: 01/01/1987
Adoption Date: N/A
Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

Filing Task History

09/07/2021 01:16 PM	09/07/2021 01:16 PM	09/07/2021 01:17 PM	09/07/2021 01:27 PM	09/07/2021 01:27 PM
Draft Started YUN FENG ZHU	Draft Completed YUN FENG ZHU	Actuary Approval YUN FENG ZHU	Admin Approval YUN FENG ZHU	Filing Submission to PBGC

Filing Details

This premium filing has been submitted to the PBGC for processing. To review all of the reported data for this filing, please select the Filing Receipt button. You can view any validations associated with this filing (if any) via the Filing Summary button. To confirm the processing status of this filing, click the "Back to Plan Details" button and view the status column from the Premium Filings table.

My PAA Filing ID: 419335 *PYC:* 01/01/2018

Amount Due: \$ 0.00 **Filing Status:** Submitted

Date Submitted: 09/07/2021

FILING SUMMARY
FILING RECEIPT
PAYMENT VOUCHER



Review, Return for Edit, Certify and Submit a Filing

Plan Details Page

- ▶ You can confirm the submission of the filing on the Plan Details Page as well.
- ▶ Submitted status does not mean the filing is error-free. PBGC will perform another validation check after filing submission and the filing status will be updated accordingly:
 - Submitted/Pending Processing: Filing is pending processing; check back later.
 - Submitted/Successfully Processed: Filing has been processed and posted to the plan's Account History.
 - Submitted/Filing Errors: Possible errors have been found and a letter will be sent to the Plan Contact, which will be viewable on the View Correspondence Page.
 - Submitted/Deleted: Submitted filing has been replaced by an amended filing or deleted by PBGC.

PLAN ADMIN DETAILS PLAN CONTACT DETAILS

[Create Filing](#) [Manage Roles](#) [Account History](#) [Payment Voucher](#)

[Submit Request](#) [Check Status of Request](#) [View Correspondence](#)

Premium Filings

Show 10 entries Search:

Filing ID	PYC	Submit Date	Status			
416500	05/01/2021	08/20/2021	Submitted/Pending Processing	FILING DETAILS	FILING RECEIPT	AMEND

Showing 1 to 1 of 1 entries First 1 Last

